



WASHINGTON AREA JOBS

Family Liaison Office

Department of State

IDENTIFY & VALUE TRANSFERABLE SKILLS

When approaching a job search it is important to identify what skills you have to offer a new employer. The skills that one possesses that can be applied in a wide variety of contexts to a wide variety of tasks are called transferable skills. In the Foreign Service lifestyle spouses must regularly market their skills. The techniques used by a Foreign Service spouse are similar to those of any individual attempting to change careers.

Everyone possesses transferable skills even individuals with no work history. To identify transferable skills obtained from all jobs, volunteer work, projects, hobbies, sports, parenting, etc. candidates need to describe accomplishments. A skill is identified with a verb and noun. The verb is the transferable part of the description. For example communicating with science educators on lesson plan development. Communicating is the transferable skill. Once a list of transferable skills is produced the job seeker must rank them by enjoyment. The job seeker now has a list of enjoyable transferable skills.

This list should then be matched to the specific skills required in the job being sought. The easiest way to determine what skills are necessary is to

read the job ad or job description and circle the required and desired skills. It might also be necessary to research the company and the specific position. It is sometimes easier to determine where matches are located by creating an analysis chart. Divide a sheet of paper in two columns. In the first column list the skills required from the job description. In the second column list the skills possessed next to appropriate matches.

In order to demonstrate self-knowledge this identification process must take place before the job seeker has had any communications with employers. The best way to impress a prospective employer is to portray skills as applicable to the specific job being sought. Therefore, the candidate must think of everything accomplished in terms of how it is transferable to desired position and portray it that way.

According to JobStreet.com there are 10 most coveted transferable job skills in today's job market. They are budget management skills, supervisory skills, public relations skills, time management skills, negotiation-arbitration skills, speaking skills, writing skills, organization and management skills, interviewing skills and teaching skills. Another employment website, Quintessential Careers divides

transferable skills into sets. The sets are communication; research and planning; human relations; organization, management and leadership; and work survival. However, whatever transferable skills a job seeker identifies

are only as good as the match made with required and desired skills of the specific job being sought. Just for practice, as you read the Network, underline the transferable skills you see.

NOTICE TO NETWORK RECIPIENTS

In order to keep our mailing list manageable we periodically review the list of recipients. Since the NETWORK is intended to be a job-search tool, we remove those recipients who have found employment. We also remove those who have remained on the list for a long time. However, if you stop receiving our publication, but are continuing your job search and want to continue receiving The Network, please call the Family Liaison Office and let us know.

The Network is now available via e-mail. If you wish to receive your copy electronically, please send a request to thompsondm1@state.gov

Businesses or institutions represented in The NETWORK carry no endorsement from the Family Liaison Office or the Department of State.

IMMEDIATE OPENINGS

All government positions listed under immediate openings require candidates to have Executive Order Eligibility or status and a current security clearance unless otherwise noted.

OFFICE OF OVERSEAS SCHOOLS

Education Specialist - GS-7/8 - The Office of Overseas Schools is looking for a Foreign Service family member who may be interested in working with the Office Director. Applicant will need excellent computer and interpersonal skills and office experience. Candidates should have non-competitive eligibility and be in either INWS or LWOP status. Please contact Barbara La Brie in A/OPR/OS at (202) 261-8207, if you are interested in applying.

OFFICE OF PASSPORT POLICY, PLANNING & ADVISORY SERVICES

Attorney Adviser

The Office of Passport Policy, Planning and Advisory Services is recruiting a full-time attorney adviser. The candidate must be a member of a state bar with a top secret clearance. The office is responsible for legal support to Passport Services and the Consular Affairs Bureau on a broad range of passport related matters. The incumbent would: work on civil litigation supporting passport denials; write regulations implementing United States passport laws; write legal opinions relating to operational decisions; develop legal materials relating to the application of passport laws for federal law enforcement agencies; provide case specific legal advice; and, provide legal support in cases involving decisions to revoke or deny passports under the Secretary's regulatory authority.

If interested please contact Sharon Palmer-Royston, Chief of CA/PPT/PAS at (202) 663-2430.

ARLINGTON PUBLIC SCHOOLS

Aides & Substitutes

The Extended Day Office for the Arlington Public Schools has part-time positions for a variety of shifts. The program runs before school with shifts of 1 or 2 hours and after school with shifts of 2, 3 or 4 hours ending at 6 pm. The hourly wage for aides is \$9.64 and for substitutes \$9.01.

Requirements:

- At least 18 years of age,
- high school diploma or a G.E.D. Some college is preferred.
- Six months experience as a counselor, aide or volunteer in a setting working with groups of school age children and/or completion of the high school child development program
- Ability to communicate clearly with children, staff & parents & to understand and carry out oral & written directions.
- Ability to plan & implement age appropriate activities and to safely supervise the activities in a variety of settings.
- Three work related references

If interested please call the Central Extended Day Office at (703)228-6069 or visit their website at www.arlington.k12.va.us

DIENER & ASSOCIATES

Tax Returns Preparation Position

Part- or full-time position in small CPA firm, preparing US tax returns, both personal and corporate. Bachelor's Degree and accounting experience are required, although there will be some on-the-job training as necessary. Qualifications include: good interpersonal and computer skills, the ability to communicate clearly, and attention to detail. There is also the possibility of accounting work for our other clients, such as small businesses and/or government contractors. Please contact Pamela Albertson, Diener and Associates, 125 Rowell Court, Falls Church, VA 22046 or telephone 703-241-8807 or fax your resume and letter of interest to 703-241-8687.

DIPILOTOTS CHILD DEVELOPMENT CENTER

Make a World of Difference in the Life of a Child!

Wanted - Staff and Volunteers to work in a unique learning environment where your life experiences and education are valued.

The Dipilotots Child Development Center at the Department of State is expanding. Full and part-time paid teaching positions and assistant teaching positions are available. If you would like to achieve maximum professional accreditation and hold a college degree, or are willing to work toward an Associate Degree in child development, please call Chris Zinaich, Director of Dipilotots, at (202)663-3555.

Volunteers are needed to provide the children with enrichment opportunities in art, music, drama, literature, reading, writing, language (English and Foreign), and physical education. Call Chris Zinaich at (202) 663-3555.

The Diplotots Child Care Development Center is especially grateful to Foreign Service spouses and State Department retirees for their commitment to the Center. The Center provides care to the children of State Department families. Fifty percent of the children at the center are children of Foreign Service families.

INTER-CON UPSP

Security Officers

Do you earn \$17.21 per hour in pay and benefits? No! Inter-Con Officers at the Department of State do! Earn

- \$15.08 per hour
- Plus \$.50 per hour uniform maintenance
- Plus \$1.63 per hour Health & Welfare allowance
- Plus a pay increase in January 2001
- Plus 2 weeks paid vacation after 1 year
- Plus 10 paid holidays

If you meet these minimum requirements, contact Inter-Con UPSP:

- At least 21 years old
- U.S. Citizen
- High School Graduate or equivalent
- Valid Driver's license
- And 1 of the following –
 - Military experience within the past 5 years
 - Bachelor's Degree
 - Associate Degree in Criminal Justice & employed in security in the last year
 - Graduate of a certified federal, state or local law enforcement acad., military police school, Marine Security Guard School or equivalent
 - 3 years experience similar to this position within the last 4 years

If interested contact Henry Rasberry at (703) 299-6174 or bring your resume to Inter-Con UPSP, 2350 Duke Street, Suite A, Alexandria, VA 22314.

KRW Incorporated

Secretarial & Administrative Support Positions

Contractor has multiple support positions with *Foreign Service Institute*. Positions vary in complexity from receptionist and clerical support, mid to senior level secretarial, and administrative assistant level positions. Responsibilities deal primarily with the preparation of courses and course materials and require a wide variety of office skills. Experience with Microsoft WORD or Corel WordPerfect required for some positions. Clearance may be required for some positions. Both full and part-time positions are available. Full-time positions provide company paid medical insurance, annual and sick leave, and paid holidays. If interested contact Leenda Chambliss or George Leonard at (703) 836-4691, Fax (703) 836-0691 or e-mail Gleonard@krwinc.net

MONTGOMERY COLLEGE
Rockville Campus

Adjunct Teaching Positions

The coordinator of the International Speech Program at the Rockville Campus of Montgomery College expects adjunct teaching vacancies for the spring semester that begins in January.

The program offers three levels of pronunciation courses for non-native speakers of English. The students are diverse in age, country of origin and education level in their first language.

Applicants should have experience teaching pronunciation skills to non-native speakers, be familiar with the International Phonetic Alphabet (IPA), and preferably have a Master's Degree in Speech, Linguistics, ESOL or a related field. Courses meet 2 or 3 days per week (depends on the section), pay between \$2000 - \$2500 per course (depends on course and instructor's educational level), and sometimes the coordinator can arrange two courses back to back on a two day/week schedule. There are no Saturday classes in the program, but there are two night courses that each meets two nights/week.

If interested in this teaching opportunity, please contact Roxanne Davidson. E-mail: rdavidso@mc.cc.md.us or telephone: (301) 251-7505

ORBITAL

Orbital, a Federal Government Contractor, has many open positions in the following areas: accounting & finance, administration & secretarial, aerospace/aviation, customer service, data & info services, electrical general engineering, hardware engineering, Internet engineering, mechanical engineering, software engineering, financial services, human resources, information technology/MIS, management, manufacturing & production, project management, quality control, and telecommunications. For more information contact Joy Momon, Senior Recruiter at (703) 406-5897 or fax resumes to (703) 406-5511. The following are examples of the available positions:

Principal Staff Administrator #CBCORP – Full Time
System Engineer SOO-02-6249 – Full Time
Manager, Government Relations #CBCORP – Full Time
Manger, Benefits & Administrative Services – Full Time
Network Administrator #CBCORP – Full Time
Executive Legal Secretary – Full Time

REAL ESTATE OFFICE

ASSISTANT BOOKKEEPER

Immediate opening for part-time Bookkeeping Assistant in a dynamic, client-oriented real estate office. This position has the potential for becoming full-time. You should be an organizer, a positive person, a good communicator -- both written and verbal-- experienced with computer/word processing (Word for Windows, accounting programs, data base programs, property management programs all a plus), have a good sense of

humor, be a fast learner with a quick mind and be willing to work hard and smart. You'll work in a fast-paced real estate office in Vienna, VA. We offer an exciting atmosphere in a people-oriented business. This is NOT an entry-level position.

Please indicate salary desired. The first step is to FAX your resume to 703-281-9782.

FEDERAL JOB INFORMATION

There are several government job information numbers you should use especially if you are not able to go online. The Department of State Civil Service Jobline telephone number is (202) 647-7284, the Department of State Foreign Service Specialist Job telephone Info number is (703) 875-7490, the local OPM Job line is (202) 606-2700, the Federal Job Opportunities 'Bulletin' Board (FJOB) is (912) 757-3100, the USUN Jobline is (202) 736-4825 and the Department of State Foreign Service Exam information line is (703) 875-7490.

JOB SEARCH WEB SITES and TELEPHONE NUMBERS

FEDERAL GOVERNMENT JOBS

- Office of Personnel Management (OPM) USA-Jobs web page @ <http://www.usajobs.opm.gov>
- U.S. Department of State Recruitment web page @ <http://www.state.gov/www/careers/index.html>
- America's Job Bank @ <http://www.ajb.dni.us>
- Federal Jobs Digest @ <http://www.jobsfed.com>
- Federal Research Center Federal Jobs Central (fee required) @ <http://www.fedjobs.com>
- FedWorld @ <http://www.fedworld.gov> – Federal government job vacancies
- The LSU U.S. Federal Government Agencies Page @ <http://www.lib.lsu.edu/gov/fedgov.html>
- The Federal Web Locator @ <http://www.infoctr.edu/fwl/>
- Career Mosaic @ <http://www.careermosaic.com/>
- Career Path @ <http://www.careerpath.com>

OTHER JOB SITES

America's Job Bank @ <http://www.ajb.dni.us> – Links the 2,000 state Employment Services offices. The 'nationwide' listings contain information on approximately 100,000 jobs.

Best Jobs in the USA @ <http://www.bestjobsusa.com> – Search employment ads from USA Today newspaper, FREE resume depository, list of national career events, job posting, career store, and more! An outstanding resource!

Career Builder @ <http://www.careerbuilder.com> – A personalized service that provides free, confidential, and immediate access to employment opportunities on the Web. Also

include career advice, as well as a personal agent which will automatically notify you of new jobs that match your search criteria.

Career Magazine @ www.careermag.com/ – Contains a variety of job-search related information. The Jobline Database contains job listings archived from some of the major Internet jobs newsgroups, and is updated daily.

Career Marketing Resume Services @ <http://www.careermarketing.com>

Career Resource Center @ <http://www.careers.org/> - This is a monster site! They claim to be the Net's most complete career directory with links to over 11,000 sites in the U.S., Canada, U.K., Australia, Japan, and other countries.

Career Site @ <http://www.careersite.com> – Comprehensive employment services for both job hunters and employers in all industries. Uses the power of Virtual Agents and Virtual Recruiters to find jobs or employees quickly, easily, and accurately. A totally confidential job searching.

Career Web @ <http://www.cweb.com/> - A global recruitment service, listing jobs that job seekers may access for free worldwide. Employers and recruitment companies may place their jobs listings worldwide for \$65 per listing per month.

Career Women @ www.careerwomen.com is an online Career Center providing news, advice, resources and interview tips as well as a job bank, resume bank and job posting bank.

The Riley Guide @ www.dbm.com/jobguide/diverse.html This page contains resources for women, minorities, and other affinity groups and audience. There are links to Feminist Career Center, Find-A-Job from the Women's Connection, Women in Technology International and WWWomen. Within this site there is an international job source page @ www.dbm.com/jobguide/internat.html#eu The job listings are by country and region.

FEDERAL JOB INFORMATION SOURCES

State Department Civil Service Jobline – (202) 647-7284

State Department Foreign Service Exam – (703) 875-7490

State Department Foreign Service Specialist Job info – (703) 875-7490

OPM Job line (202) 606-2700

Federal Job Opportunities 'Bulletin' Board (FJOB) – (912) 757-3100

DEPARTMENT OF STATE JOB ANNOUNCEMENTS

Department of State job announcements are readily available from the U.S. Department of State Recruitment web page at <http://www.state.gov/www/careers/index.html> or by phone at the State Department Civil Service Jobline (202) 647-7284. The following is just a small representation of current job listings.

Department of State Vacancy Listing **November 29, 2000**

Status Candidates, **Noncompetitive, Reinstatement, ICTAP Eligibles & Eligible** **Veterans**

SERIES/GRADE	TITLE	OFFICE	ANNO. #	CLOSING
GS-1035-12	Public Affairs Specialist	PA/RPO	01-0100	11/30/00
GS-334-13+++	Supvy. Computer Specialist	PM	PM-00-0009	11/30/00
GS-301-15	Program & Policy Analyst	INL/PC	01-0107	11/30/00
GS-132-5/7	Intelligence Operations Spec.	INR/IC	01-0119	12/07/00
GS-301-7=	Operations Specialist	S/S-O	01-0134	12/13/00
GS-301-12+	Staff Assistant	M	01-0137	12/13/00
GS-1410-12/13++	Librarian (Reference)	IIP/T/GIC	ECA-16-01	12/13/00
GS-1101-14	Grants/Cooperative Agreements Specialist	NEA	01-0121	12/14/00

++For additional information and copies of announcement ECA-16-01 call (202) 619-4659.

+++For additional information and copies of announcement PM-00-0009 call (202) 647-2034.

+Term Appointment NTE 9 months.

=Shift-Work required

UPWARD MOBILITY

SERIES/GRADE	TITLE	OFFICE	ANNO. #	CLOSING
GS-203-5	Personnel Clerk (OA)	Various Bureaus	01-0113	12/7/00

Limited to Eligible Department of State Employees

SERIES/GRADE	TITLE	OFFICE	ANNO. #	CLOSING
GS-318-9	Secretary (OA)	INR/PDAS	01-0102	11/30/00
GS-1035-11	Public Affairs Specialist	EAP/P	01-0108	11/30/00
GS-2130-11/12++	Traffic Management Specialist	A/LM/OPS/TTM/TM	A/EX-01-004	11/30/00
GS-342-12	Support Services Specialist	INL/RM/PO, SA-4	01-0104	11/30/00
GS-343-12	Program Analyst	DS/ATA/PE	01-0105	11/30/00
GS-130-12/13	Foreign Affairs Officer	EUR/PRA	01-0110	11/30/00
GS-130-13	Foreign Affairs Officer	S/CT	01-0109	11/30/00
GS-201-13	Personnel Mgmt. Spec., Supvy.	NEA/SA/EX	01-0106	11/30/00

GS-201-13	Lead Personnel Mgmt. Spec.	NP/EX/PER	01-0111	11/30/00
GS-1082-13++++	Writer-Editor	IIP/G/EAP	ECA-011-01	11/30/00
GS-130-14	Foreign Affairs Research Analyst	INR	01-0103	11/30/00
GS-334-14	Computer Specialist, Supvy.	OES-DRL/EX/PMD	01-0099	11/30/00
GS-1035-7/9	Public Affairs Specialist	PA/PIL	01-0120	12/07/00
GS-301-9	Office Administrator	NEA/SA/EX	01-0118	12/07/00
GS-318-10+*^	Secretary (OA)	VC/IOAS	VC-00-0011	12/07/00
GS-301-11/12	Program Specialist	WHA/PD	01-0122	12/07/00
GS-342-12	Support Services Specialist	PA/EX	01-0101	12/07/00
GS-301-13	Supvy. Protocol Spec. (Visits)	S/CPR/V	01-0116	12/07/00
GS-343-13++	Management Analyst	A/EX/MGT	A/EX-01-007	12/08/00
GS-343-14	Supvy. Program Analyst	ECA/EC/ECC	01-0117	12/07/00
GS-560-12/13+++	Budget Analyst	FSI/EX/BUD	FSI-00-041	12/13/00
GS-343-13^	Program Analyst	EUR/UBI	01-0135	12/13/00
GS-343-13/14	Program Analyst	FMP/IRP	01-0132	12/13/00
GS-223-15	Supvy. Salary and Wage Spec.	HR/OE/CMD	01-0123	12/13/00

+For additional information and copies of announcement VC-00-0011 call (202) 647-2034.

++For additional information and copies of announcement A/EX-01-004 and 007 call (202) 647-5908.

+++For additional information and copies of announcement FSI-00-041 call (703) 302-6813.

++++For additional information and copies of announcement ECA-011-01 call (202) 619-4659.

*Overtime required

^Temporary Promotion

Announcements advertised through the Office Of Personnel Management

The following positions are being announced through the Office of Personnel Management (OPM). For additional information, please contact the designated OPM area office directly. **Copies of these announcements will not be available in HR/CSP.**

Copies of the announcements listed below may be obtained from: (1)www.usajobs.opm.gov (2)State Department Kiosks at Main State and NFATC (3)OPM – Raleigh, NC (919)790-2822.

SERIES/GRADE	TITLE	OFFICE	ANNO. #	CLOSING
GS-334-11/12	Computer Specialist	RMO/I	AR0164	12/01/00
GS-334-11/12/13	Computer Specialist	RMO/I	AR0160	12/01/00
GS-170-9	Historian	PA	AR3144	12/4/00
GS-0801-13	General Engineer	FBO/OPS/FAC/PS	AR2693	12/04/00
GS-301-7	Copier Mgmt. Specialist	A	AR0402	12/07/00
GS-301-9	Copier Mgmt. Specialist	A	AR0403	12/07/00
GS-334-14	Computer Specialist (Systems Analyst)	VC	AR0260	12/07/00
GS-301-15	Program Officer	IIP	AR0245	12/08/00
GS-303-6	Program Support Assistant (OA)	HR/EX	AR0401	12/15/00
GS-130-14	Foreign Affairs Officer	AF	AR0268	12/15/00

GS-1102-14	Procurement Analyst	A	AR0234	12/15/00
GS-318-5/6	Secretary (OA)	FSI	AR3086	01/31/01

THE WOMEN'S CENTER

133 Park Street, N.E.

Vienna, VA 22180

(703) 281-2657

FAX: (703) 242-1454

Job Hunter's Forum	Dec 13	7:30 pm – 9:00 pm	\$5.00	An experienced career counselor offers active job seekers general guidance related to job searching & the opportunity meet others in the same situation.
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Call to register and learn the location of workshops!

COUNSELING AND CAREER CENTER

255 N. Washington Street

Bank of America Building, 4th Floor

Rockville, MD 20850

(301) 279-1800

www.co.mo.md.us/cfw

Career Planning for the 21 st Century Wednesdays, Dec 6-20	3 sessions	\$24.00/\$36.00
High Impact Resumes Tuesday, Dec 5	1 session	\$8.00/\$12.00
Job Search That Works Thursdays, Dec 5-19	3 sessions	\$24.00/\$36.00
Organizaing Your "Work Space" Tuesday, Dec 5	1 session	\$8.00/\$12.00

For registration, class time and further information use the contact information above.

OVERSEAS BRIEFING CENTER
DECEMBER 2000 CALENDAR OF EVENTS

SECURITY OVERSEAS SEMINAR

(MQ 911)

9:00 a.m. - 4:00 p.m.

December 4 - 5

Non-State tuition rate: \$260 (no additional charge for accompanying spouse)

- Learn about security issues facing employees and families overseas.

SOS FOR TEMPORARY DUTY PERSONNEL (MQ913)

9:00 a.m. - 4:00 p.m.

December 4

Non-State tuition rate: \$160 (no additional charge for accompanying spouse)

- **Overseas travelers gain information on personal security and surveillance**

ADVANCED SOS (912)

9:00 a.m. - 4:00 p.m.

December 12

Non-State tuition rate: \$160 (no additional charge for accompanying spouse)

- Get an update on current terrorist/criminal activity and crisis management.

OBC INFORMATION CENTER will be open during regular work hours (8:15 a.m.-5:00 p.m.) and on Saturday, November 18, from 9:00 a.m. – 4:00 p.m.

OBC courses are open to USG employees and eligible family members going or returning from overseas postings. Classes are held at FSI, 4000 Arlington Boulevard, Arlington, VA. For **tuition-based** courses, non-State employees/family members submit an SF 182 (with fiscal data and billing address) through their Training Officer to the Registrar at FSI; State employees submit a DS-755 through their CDO. State Dept. family members register for **all courses** through OBC. For **non-tuition** workshops, all employees/family members, regardless of agency, register through OBC (703-302-7268.)

FSI LANGUAGE PROGRAM ANNOUNCEMENT

Hi, Folks!

Are you planning a move to a Spanish speaking country and want a head start on the language? Or maybe you're in Spain or South America, and you would like to improve your speaking and writing skills? Bien! Now is the time to think about registering in *Spanish Online*, a fun and useful course, sponsored by FSI. You need to be computer literate, have a Yahoo! or other reliable Internet connection and devote 5-12 hours a week to keep up with the course.

Spanish Online is currently provided by the University of Maryland College University, and is available to Department of State employees and eligible family members, as well as to the Marine Security Guards. Once you finish the course, you not only know more Spanish, but also get college credits. You can also consult with the tutor at the University during his or her tutorial hours, Washington time, and e-mail your assignments at any time with your questions. Your proctor at post,

the Post Language Officer, will administer your online exam and your FSI field test. The deadline to sign up for the Spring course is January 8th, 2001.

Any questions: contact Connell, Christopher, ConnellCE.@state.gov at Post Language Programs, FSI

Thinking About Your Next Assignment In Russia?

FSI has an extraordinary Online refresher course for those who have obtained a 3/3 in Russian! Each lesson contains a Comprehension and Verification Section, and Grammar, Vocabulary and Translation Exercises. This will not only assure you a 3/3 level upon arrival in Russia, but perhaps even a higher score!

There is another fast immersion course in the making at FSI, *Out and About*. When ready, *Out and About* will make you a pro at shopping, taking the metro, contacting your new Russian friends, enjoying the scenery of neighboring townships, and virtually feeling at home upon arrival.

For more information on *Russian Online*, contact Marsha Kaplan, KaplanMA@state.gov or PLP, FSI.

TESOL PROGRAM

The TESOL Program is offering ESL – 5601001, English Language Teaching Program Management taught by Brock Brady. The course is designed to introduce students to essential elements of ELT program management, including budgeting, typical reporting requirements, marketing and promotion, teacher-management relations and relations with students. Course emphasizes experiential learning with many authentic in-class problem-solving activities and discussions of actual case students. The course will be offered on Tuesdays, 5:30 – 8:00 p.m, January 17th – February 14th. If you have questions or would like to enroll call (202) 885-2582 or e-mail to tesol@american.edu

NEW WEBSITES OF COMPANIES IN THE WASHINGTON AREA

The Corporate Gray Job Fair was held on Friday, December 1, 2000 at NOVA's Annandale campus. There were 95 corporations represented and each had many job openings. These companies regularly hire retired military and military family members. They are now also interested in hiring Department of State family members. The list below reflects those companies that showed a particular interest. If you are in the job market check out the websites, contact the HR people and remember to mention your Department of State connection and where you heard of them.

Company	Website	Contact person	Contact #
Accountemps	www.accountemps.com	Joanne Roehling	(703)476-2252
Beta Analytics International, Inc.	www.betaanalytics.com	Cam McCollum	(301)599-1570 x122
Career Development	www.cdc-va.com	Jim Weyant	(800)942-6474
Circuit City	www.circuitcity.com	Therasa Melton	(804)527-4042
Coleman Federal	www.crc.com	Shawn H. Handy Caroline A. Jones	(703)934-7800
ITT Research Inst.	www.iitri.org	Peggy W. Hackett	(703) 998-1687
Edward Jones	www.jonesopportunity.com		(800) 999-5650

ManTech	http://jobs.mantech.com	Julie Pond	(703) 814-4259
Military Sealift Command	www.msc.navy.mil		(800)793-4628
NEC America	www.nec.com		
Pitney Bowes	www.pitneybowes.com	Michael Monroney Charles Stewart Joseph Sullivan	(202) 508-3286 (410) 997-3625 (202) 508-3225
SAIC	robert.l.sheard@saic.com	Robert Sheard Jr.	(703) 676-5655
Sherikon, Inc	wchaves@sherikon.com Lgoldstein@shrikon.com	Wendy Gean Chaves Len Goldstein	(703) 418-9557 (703) 418-0667
Shoney's	lisa_mcdowell@shoneys.com	Lisa McDowell	(919) 812-5582
Southwest Airlines	jeannine.abbinanti@wnco.com	Jeannine M. Abbinanti	(410) 691-9641
Tek Systems	www.teksystems.com www.aerotek.com	Matt Kellam	(888) 891-8451
TRW	www.trw.com/careers		trw.talent@trw.com
USAA	www.usaa.com		(703) 453-2546
Virtual Career.com	www.virtualcareer.com	Sari Specter	(800) 418-0444
Wachovia	www.wachovia.com	Steven Rodriguez	(703) 873-3029

USAA EMPLOYMENT OPEN HOUSE

**Wednesday, December 6
10:00 – 6:00
1902 Campus Commons Drive
Reston, VA**

Bring your resume and complete all pre-employment testing and paperwork.

USAA EMPLOYMENT OPEN HOUSE

**Wednesday, December 6
10:00 – 6:00
1902 Campus Commons Drive
Reston, VA**

Bring your resume and complete all pre-employment testing and paperwork!